

QUEENS SUPREME COURT

COURT HELP CENTER

MOTION CHECKLIST

When submitting a motion, your papers should include:

1) Notice of Motion

The Supreme Court, County of Queens- Civil Term Courthouse- choose one of the locations below:

- a) 88-11 Sutphin Boulevard, Jamaica, NY, in IA Part ____, (times vary)
- b) 25-10 Court Square, Long Island City, NY, in IA Part ____, (times vary)

**** All parties should read the judge's part rules to determine additional filing requirements and motion calendar time for the specific part. ****

2) Supporting Affidavit (notarized)

3) Exhibits, if any

4) Proper proof of service

5) Proof of Index Number from the Queens County Clerk (Room 106) including proof of proper filing of initiating papers

6) Proof of prior filing of Request for Judicial Intervention (RJI) OR

Original RJI together with two (2) copies and \$95.00 cash or postal money order payable to the Queens County Clerk (RJI fee)

The \$45.00 motion fee must be paid to the Queens County Clerk in Room 106. After payment is made, motion papers must then be submitted to the Motion Support Office of Supreme Court in Room 140 (regardless of whether the motion is returnable in Jamaica or Long Island City). Please note that motions will only be calendared if the filing fee has been paid and the motion papers have been filed with the Motion Support Office at least nine (9) days prior to the scheduled motion date.

The moving party is required to serve all parties entitled to notice with a copy of the motion and supporting papers. The motion must contain the return date, the part, the name of the judge, and the time the motion is scheduled to be heard.

Additionally, the moving party must submit proof of service.

For information on tracking cases, please visit the New York State Unified Court System's Website, nycourts.gov. The web address for eCourts is <https://iapps.courts.state.ny.us/webcivil/ecourtsMain>.